FOR THOSE WITH AN ABA CONNECT PROFILE
(members & non-members included)
STEP-BY-STEP GUIDE:
SETTING UP OR UPDATING YOUR ABA CONNECT PROFILE
TO APPEAR IN THE DIVERSE SPEAKERS DIRECTORY

This document will guide individuals to set up or update their profile in ABA Connect so they appear in the Diverse Speakers Directory.

Thank you for your interest in creating or updating a profile in the American Bar Association’s Diverse Speaker Directory (Directory). This brief, step-by-step guide to creating, accessing, and updating profiles in the Directory should get you started.

The Directory centralizes legal experts that self-identify from a race, ethnicity, gender & gender identity, sexual orientation, and disability perspective, thus creating a comprehensive and convenient database of diverse candidates. Individuals are also able to input information on location, willingness to travel, speaker fees if any, and areas of expertise/interest, in addition to a CV/bio.

Before setting up your account, it will be important to have the following information on hand. Unless otherwise noted, the following are OPTIONAL ways to enhance and prepare your Speaker profile:

1. **Required:** A short bio or overview of your work and education/legal background.
2. Preparedness to share your demographic information, including Gender/Gender Identity, Race/Ethnicity, Sexual Orientation, and Disability Status.
   a. **Note:** ONLY ABA Site Administrators will have access to this sensitive and personally-identifiable information.
   b. **There is no requirement to share this information, it is completely optional.** However, sharing it does support your opportunities to be connected to more speaking engagements/events and supports the ABA in advancing Goal III: eliminating bias & enhancing diversity and inclusion.
3. A photo, ideally. While a photo is not required, you are more likely to have your profile viewed if you have a photo.
4. Information about previous speaking engagements/experiences (including year, city, state, topic), and/or links to presentations if available.
5.

Accessing and Updating Your Profile on ABA Connect

**Step 1:** Go to [https://connect.americanbar.org/home](https://connect.americanbar.org/home), Make sure you are logged in with the credentials (email and password) you have with your ABA account (members) or with the information you gave initially to set up an ABA Connect account (non-members).
Step 2: On the homepage, go to the upper-right hand corner and click the image icon. A dropdown will appear, with your name, email, and a button called “Profile.” Click the “Profile” button.

Step 3: You will be taken to your ABA Connect Profile page.

On this page, you will see areas you can add information about yourself, including a bio, your education, job history, professional associations, areas of interest, social media accounts, and demographic information. **Click the “Add” button underneath each title to add information.**
Step 4: After inputting any information you’d like to on your main Profile page, you will need to click the “My Profile” button, toward the right-side. A dropdown should appear. Click on “My Speaker/Author Profile”.

Step 5: The Speaker/Author Profile page will tell you the required information you MUST input in order to appear in the Directory. It includes First Name, Last Name, and Speaker/Author Bio. 

NOTE: The “Bio” field that is here is NOT the same as the “Bio” field under “My Profile.” You must ADD a Bio in the Speaker/Author Profile to appear in the Directory (note, the content can be the same, but you must copy-paste the information in the Speaker/Author Profile bio field).

Other optional fields you may fill out to enhance your profile include:

- Areas of Expertise
- Presentations
- Technical experience
- Format experience
- Legal Writing Experience—Books/Chapters
- Legal Writing Experience—Articles
- Future Writing Interest
- Location Availability
- Location—Travel Expense Reimbursement Required
- Speaking Fee

Note: Questions about writing experience and interest may also make you eligible/searchable by ABA Staff Administrators looking for diverse authors.

See the following page for a snapshot of the Speaker/Author Profile page. Once you have completed your additions to this page, you will now be set up in the Diverse Speakers Directory. Thank you for completing your profile!

Any questions, comments or concerns should be directed to diversity@americanbar.org.
Speaker/Author Profile

Safaya Fawzi

American Bar Association

Contact Details
American Bar Association
321 N Clark St
Chicago, IL 60654-4740
HOME: 312/989-8266
Safaya.Fawzi@americanbar.org

Social Links
Link to other social media accounts

Location Availability
Locations - travel expense reimbursement not required
- No locations selected

Speaking Fee? No

Bio
Content for this section not yet provided by the speaker.

Areas of Expertise

Presentations
Content for this section not yet provided by the speaker.

Technical Experience

Format Experience

Legal Writing Experience - Books/Chapters
Please list book or chapter title, your role, publisher, and publication date.

Legal Writing Experience - Articles
Please list topic, publication, and provide a link, if available, to any articles written within the last three years.

Future Writing Interest
Please ensure your areas of expertise is completed above